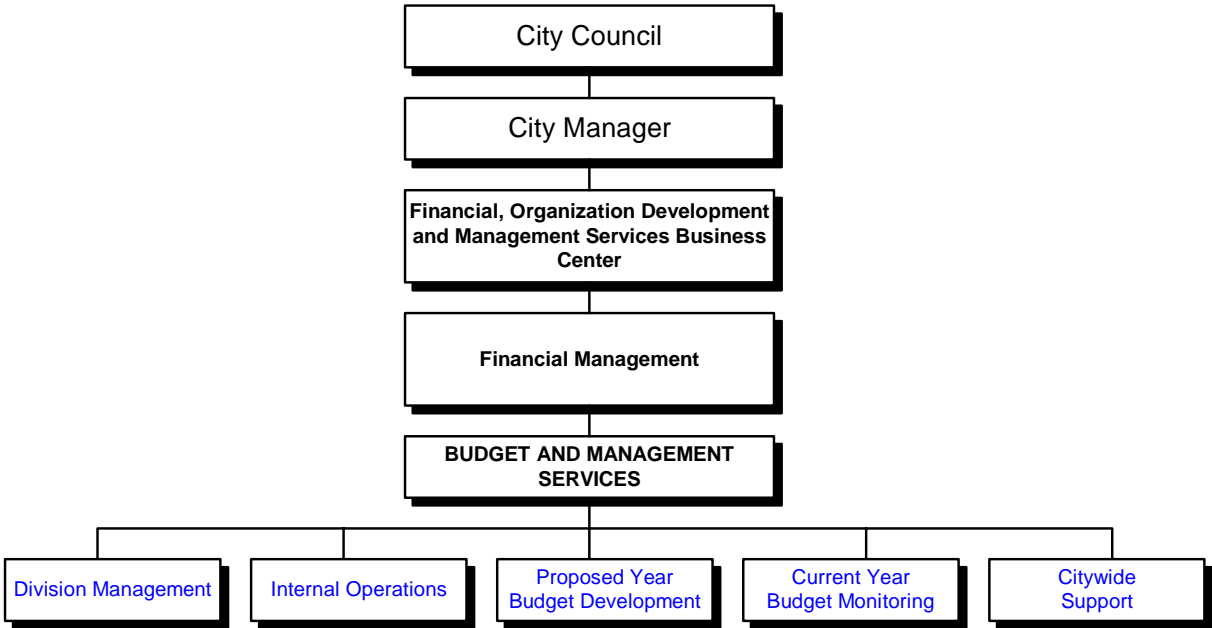


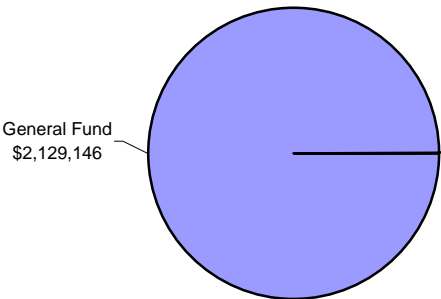
mission statement

Coordinate and manage the development and implementation of a responsible and balanced budget to insure sufficient resources are available to provide high quality municipal services.

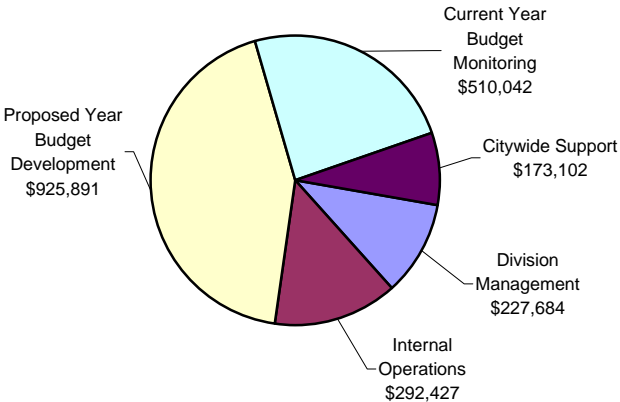
web address: <http://ci.san-diego.ca.us/budget/>



source of funding



allocation of funding



Financial Management

Budget and Management Services

budget and management services division summary			
	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Positions	23.19	22.85	22.85
Personnel Expense	\$ 1,597,365	\$ 1,529,369	\$ 1,668,931
Non-Personnel Expense	415,420	460,212	460,215
TOTAL	\$ 2,012,785	\$ 1,989,581	\$ 2,129,146

The February 2000 issue of Governing Magazine rated the city governments of 35 large United States cities in their article "Grading the Cities – A Report Card on Urban Management." The City of San Diego received a B+ for Financial Management, a B+ for Capital Management and an A- for Managing for Results (compared to 35-city average of B, B and B- respectively).

division staffing

GENERAL FUND

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Division Management	1.89	1.55	1.55
Internal Operations	4.25	4.25	4.25
Proposed Year Budget Development	10.05	9.80	9.80
Current Year Budget Monitoring	5.50	5.50	5.50
Citywide Support	1.50	1.75	1.75
TOTAL	23.19	22.85	22.85

division expenditures

GENERAL FUND

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Division Management	\$ 290,574	\$ 205,761	\$ 227,684
Internal Operations	207,413	282,102	292,427
Proposed Year Budget Development	931,612	871,198	925,891
Current Year Budget Monitoring	350,991	480,084	510,042
Citywide Support	232,195	150,436	173,102
TOTAL	\$ 2,012,785	\$ 1,989,581	\$ 2,129,146

significant budget adjustments

For the past five years The City of San Diego's Budget documents have received the "Distinguished Budget Award" from the Government Finance Officers Association. The GFOA's Budget Award program is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision-makers and citizens.

	POSITIONS	COST
Personnel expense adjustments ⁽¹⁾	0.00	\$140,000

⁽¹⁾Adjustments to reflect the annualization of the Fiscal Year 2000 salary increases, Fiscal Year 2001 negotiated salary increases, average salaries, and fringe benefits.

Did you know ...?

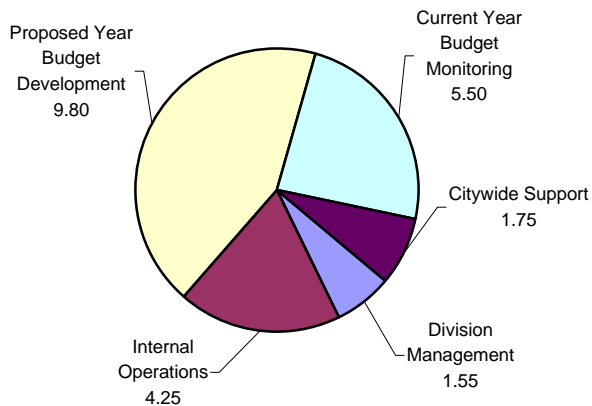
The Budget and Management Services Division and the City Council district offices coordinate Community Budget Forums to provide an opportunity for citizen input in the budget process.

Financial Management

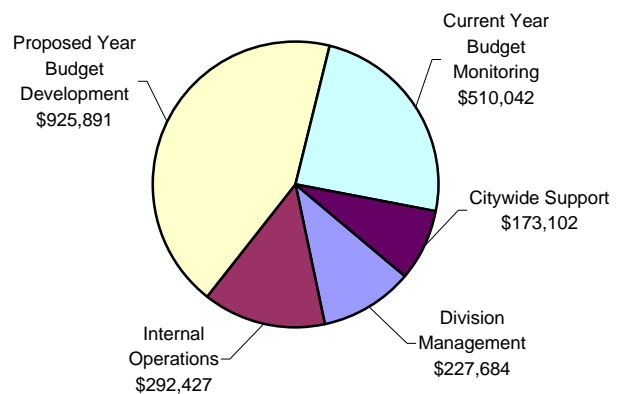
Budget and Management Services

division allocation

allocation of positions



allocation of funding



performance measures

proposed year budget development

Budget Development

To guide the development and review of proposed budgets for 194 City departments, divisions, programs and/or funds.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$388,077	\$388,583	\$310,188	\$330,510
Output				
# of budgets	220	220	195	194
Internal Outcome				
# of budget submissions, events and/or activities	25	25	25	25
External Outcome				
% satisfied with budget process and development	50%	63%	90%	90%
Efficiency				
Average cost per proposed budget	\$1,764	\$1,766	\$1,591	\$1,704

Financial Management

Budget and Management Services

performance measures

proposed year budget development

Document Preparation, Review and Distribution

To deliver the proposed budget document to the Mayor and City Council in accordance with the City Charter requirements and the final budget document to the Mayor and City Council within 90 days after the adoption of the Annual Appropriation Ordinance.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$286,764	\$249,210	\$231,308	\$245,093
Output				
# of document pages produced	3,100	4,292	3,568	4,278
Internal Outcome				
# of budget awards received	2	2	2	2
External Outcome				
% satisfied with budget process and development	50%	63%	90%	90%
Efficiency				
Average cost per page produced	\$93	\$58	\$65	\$57

proposed year budget development

Budget Liaison – Proposed Year

To provide proposed year budget assistance to 194 City departments, divisions, programs and/or funds.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$235,362	\$216,783	\$235,131	\$249,992
Output				
# of departments, divisions, programs and/or funds assisted	220	220	195	194
Internal Outcome				
# of external budget training sessions held	20	18	25	25
External Outcome				
% satisfied with liaison services to departments	43%	88%	90%	90%
Efficiency				
Average cost per department, division, program and/or fund assisted	\$1,070	\$985	\$1,206	\$1,289

performance measures

current year budget monitoring

Budget Liaison – Current Year Monitoring

To review financial reports prepared by 43 General Fund and 41 Non-General Fund departments, divisions and/or programs three times per year to insure budgeted expenditures do not exceed appropriations. To review the fiscal impact of Request for City Council and Request for City Manager Action within two business days.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
Input				
	\$175,053	\$191,713	\$235,106	\$249,993
Output				
# of reports prepared by City departments	172	172	204	252
Internal Outcome				
% of requests for City Council and City Manager Action reviewed within two days	70%	69%	90%	90%
External Outcome				
% of annual expenditures and revenues that are in balance	100%	100%	100%	100%
Efficiency				
Average cost per report reviewed	\$1,018	\$1,115	\$1,152	\$992

Did you know ...?

The March 2000 Service Efforts and Accomplishments document and the Fiscal Year 2001 Proposed Budget documents are available online at web address;

<http://www.ci.san-diego.ca.us/budget/>.

Financial Management

Budget and Management Services

description and salary schedule

division management

This program manages and directs the activities of the division and provides short and long-range strategic direction for budget policy issues and recommendations for the current and proposed fiscal years.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1876	Executive Secretary	0.10	0.10	\$ 43,586	\$ 4,358
2130	Financial Management Director	0.35	0.35	115,048	40,267
2153	Deputy City Manager	0.10	0.10	135,386	13,539
2214	Deputy Director	1.00	1.00	93,126	93,126
	TOTAL	1.55	1.55		\$ 151,290

internal operations

This program provides budgetary, administrative and support services to the division, including division budget preparation and monitoring, information system support and general clerical support.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES	
		FY 2000	FY 2001	CLASS	TOTAL
1107	Administrative Aide II	0.50	0.50	\$ 42,493	\$ 21,246
1218	Associate Management Analyst	0.25	0.25	54,267	13,567
1648	Payroll Specialist II	1.00	1.00	32,741	32,741
1746	Word Processing Operator	2.50	2.50	31,157	77,894
	TOTAL	4.25	4.25		\$ 145,448

Financial Management

Budget and Management Services

description and salary schedule

proposed year budget development

This program plans and administers the process of developing the annual operating and capital improvements budgets; develops performance based budgeting; and forecasts and tracks revenues on a Citywide basis. The program also plans, coordinates and publishes the proposed and final annual budgets.

CLASS		POSITION YEARS		SALARIES AND WAGES	
NUMBER	POSITION TITLE	FY 2000	FY 2001	CLASS	TOTAL
1106	Senior Management Analyst	3.25	3.25	\$ 61,068	\$ 198,470
1107	Administrative Aide II	0.25	0.25	42,493	10,623
1218	Associate Management Analyst	4.55	4.55	54,267	246,917
1917	Supervising Management Analyst	1.75	1.75	66,322	116,064
	Overtime Budgeted				5,532
	TOTAL	9.80	9.80	\$	577,606

current year budget monitoring

This program monitors current year expenditures and revenue receipts on a Citywide basis, prepares financial status reports, oversees budget transfers and adjustments and reviews the fiscal impact of Request for City Council and Request for City Manager Action.

CLASS		POSITION YEARS		SALARIES AND WAGES	
NUMBER	POSITION TITLE	FY 2000	FY 2001	CLASS	TOTAL
1106	Senior Management Analyst	1.75	1.75	\$ 61,068	\$ 106,868
1107	Administrative Aide II	0.25	0.25	42,493	10,623
1218	Associate Management Analyst	2.50	2.50	54,267	135,668
1917	Supervising Management Analyst	1.00	1.00	66,322	66,322
	TOTAL	5.50	5.50	\$	319,481

Financial Management

Budget and Management Services

description and salary schedule

citywide support

This program provides research and analytical support for several Citywide projects; administers the Financial Management Information System (FMIS); and handles requests from the City Council, City Manager and departmental management that have a Citywide impact.

CLASS NUMBER	POSITION TITLE	POSITION YEARS			SALARIES AND WAGES	
		FY 2000	FY 2001		CLASS	TOTAL
1106	Senior Management Analyst	1.00	0.00	\$	-	\$ -
1218	Associate Management Analyst	0.50	0.50		54,267	27,134
1917	Supervising Management Analyst	0.25	0.25		66,322	16,581
1926	Information Systems Analyst IV	0.00	1.00		66,561	66,561
	TOTAL	1.75	1.75		\$	110,276

